**RISK ANALYSIS AND MANAGEMENT SYSTEM**

**ACTIVITY/SITUATION: Tokikapu Marae**

|  |  |  |  |
| --- | --- | --- | --- |
| **Analysis** | **Description** | | |
| UNDESIRED EVENT(S)  **Accident, injury, other forms of damage** | * Falling down a tomo leading to injury * Fire or burns/cuts working in the kitchen or lighting the boiler  Damage done to buildings i.e. broken windows/carvings  * Cultural misunderstanding leading to offence | | |
|  | **People** | **Equipment** | **Environment** |
| **CAUSAL**  **FACTORS** | * Lack of understanding or poor briefing of the group on what’s expected i.e. boundaries, behavioural expectations and marae protocol. * Students running or acting inappropriately * Poor communication between the school and the marae committee | * Gas bottles not attached properly or elements remaining hot after use * Difficulty maintaining the fire for the boiler * Sports gear used near the buildings * Failure of equipment on the student playground | * Slippery steps or the ramp from the back of the wharenui due to rain * Wet floors after cleaning * Failure of safety security lighting for students at night * Failure of smoke alarms and fire extinguishers |
|  | **Normal Operations** | | |
| RISK **MANAGEMENT STRATEGIES** | * Clear briefing of students and adults regarding the marae protocol, expectations and duties and boundaries for set activities, prior to visiting. * Active supervision of students at all times and organised activities ensuring students have opportunities to interact safely. * Clear communication between the school and the marae committee prior to the visit. | * Marae committee members brief the adults on utilisation of the facilities on arrival. * Gas is turned off at the bottle at the end of each use. * The fire in the boiler is lit and maintained by a designated adult/adults – including chopping any wood required (wood supplied) * Rubbish bags are placed in women’s toilets and cleared daily along with daily mopping of the floors and cleaning of ablution areas. * Heaters or elements are not left on unattended * Water for washing of hands is provided at the cemetary gate. | * Students remain within the outer boundary fence at the marae * Students are not to approach stock on the premises – gates are shut when appropriate * In the event of a tangi, the group will be shifted to another marae or similar facility. |
|  | **Emergency** | | |
|  | Cell phone reception at the marae  Contact emergency services directly for accident or injury or missing students  Contact marae committee or Waitomo Education Service for any damage to facilities or failure of equipment. | | |